

## **CITY OF BURBANK**

### **PROJECT & REAL ESTATE MANAGER**

#### **DEFINITION**

Under direction, to coordinate and supervise the planning and execution of all activities within a redevelopment project; to supervise real property activities involving the City and Redevelopment Agency; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Manages and coordinates the planning and implementation of complex redevelopment activities within a project area; establishes objectives, priorities, and schedules to achieve maximum efficiency in completing assigned projects; oversees the coordination of all applicable City departments involved in the management and implementation of a redevelopment project; makes presentation before the Redevelopment Agency, City Council and public groups; directs field work and data collection for surveys and related project tasks by staff members and consultants; supervises all project activities including preparation of redevelopment plans, disposition and development agreements, comprehensive reports, surveys and presentation graphics; negotiates agreements between developers and the Agency; oversees and conducts negotiations for acquisition, use or sale of real property, right of way cost studies, real property appraisals and management, and investigation of complaints involving public property; reviews appraisals made by independent appraisers; assists the City Attorney's Office in real estate transactions; oversees preparation of documents pertaining to real property; opens and processes escrows; provides relocation assistance to displaced persons; supervises, trains, and evaluates employees; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - California State laws relative to real estate transactions, legal provisions and instruments used in real estate transactions, commercial law, and principles and practices of governmental planning and community redevelopment; commercial, industrial, and residential real estate developments.
- Ability to - apply appraisal techniques and procedures; negotiate contracts; read and prepare maps and diagrams showing real property; manage commercial, industrial, and residential real estate developments; plan, organize and direct project activities; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited four year college with a degree in business, public administration or a related field; six years' experience in the management, financial and economic analysis of redevelopment and real estate transactions, and the negotiation of acquisitions, sales, appraisals and management of real estate. NOTE: Required qualifying experience may be substituted for education on a year-for-year basis.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.